

C O N F I D E N T I A L

OTS-424/88  
22 AUG 1988

MEMORANDUM FOR: Director of Information Technology

VIA: Chief, Development Group, OIT  
Chief, Management Group, OIT25X1 FROM: [REDACTED]  
Director of Technical Service25X1 SUBJECT: Memorandum of Agreement Between OTS and OIT for Dispersed  
Office Support [REDACTED]

1. I have thoroughly reviewed the draft Memorandum of Agreement (MOA), dated 3 June 1988 regarding the establishment of a Dispersed Office Support (DOS) unit within the Office of Technical Service (OTS). The terms outlined in the MOA are acceptable to OTS with the following exceptions being noted below:

a. Para 3c - The DOS manager shall report to the Chief, Support Group. Chief, DOS shall be responsible for the supervision of the Information Services Center/Data Access Center (ISC/DAC) to include:

(1) ADPCO duties, RMO duties, TSCO duties, Registry and Cable Traffic functions.

25X1 (2) Supervision of the Wang Senior System Administrators, [REDACTED] liaison with OC, IMS, OS, and OIT.

(3) System analysis, programming, etc.

b. Para 3g - The OIT DOS unit will consist of eight vice six positions. Four vice five positions will be provided by OTS and converted to MZ positions. Those positions are as follows: HL505, GS-14; HN914, GS-13; HM995, GS-13; and GT053, GS-11. One MZI position already on OTS' staffing complement (position EE046, GS-12) will remain on OTS rolls and continue to be filled by OIT. OIT will provide three positions vice one position.

c. Para 3h - OIT shall be responsible for staffing the DOS unit with one MZI careerist and seven MZ personnel.

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d. Para 4d - For maximum efficiency the DOS will be decentralized within OTS as follows:

25X1 Four (4) in OTS Operations Group [ ]  
25X1 Two (2) in OTS Graphics and Identity Transformation Group  
25X1 One (1), the IMO, in the Information Services Center, and  
Chief, DOS in OTS Support Group. [ ]

25X1 2. Please contact [ ] Chief, OTS Support Group on [ ]  
25X1 should you have any questions or comments regarding above revisions to OIT's  
Memorandum of Agreement. [ ]

25X1 **Orig signed by**  
[ ]

25X1 DS&T/OTS/SG [ ] (25 Jul 88)

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